

## Skills Training Checklist for IT Staff

### Windows - 2000/XP

- Managing Folders, including view options
- Windows Explorer
- File Management
- Sorting files by name, date, type
- Saving files to the correct location!
- Cut, Copy and Paste
- Deleting files
- Copying files
- Moving files
- Searching for files
- File Directory structures (desktop, C: drive, network drives)
- File extensions (wpd, pdf)
- right-mouse clicking

### Adobe Acrobat 5/6

- Printing to a file (from wordprocessor)
- Naming a file
- Viewing a file
- Copy and paste text
- navigating through a document
- display preferences - full page vs. page width
- Editing a file - limited text editing

### Wordprocessing Software

- Printing to pdf
- Turn off auto-capitalization
- File, Save vs. File, Save As
- Setting a default location for File, Open

### E-mail Software

- Attachments
- Virus recognition

### Browser Training

- What is a browser? Internet Explorer and Netscape
- Use of the Back button
- Reload/refresh